

## How to add my own login and password and how do I change the same in HDRestaurant?



HDRestaurant Tutorials

Login and password is the **User name** and **password** that you enter in the login screen as shown below.



The default user name & Password is as below

**User Name:** HDAdmin

**Password:** @HDAdmin (case sensitive)

In this document we will cover how to

- Create your own login and password
- How to change the password





## Create your login and password

To create your own login you would first need to create an employee and provide a user name and password for the same. You can then login to the application with this user name and password.

Follow the below steps to create your own login

1. Run HDRestaurant.
2. From the HDRestaurant dashboard select **Set-up**.

The screenshot shows the HD Restaurant software interface. At the top, there's a header with the logo, 'HD Bar & Restaurant', and user information: 'Login : HDAdmin' and 'Cash Register : 01 - Manager's Drawer'. Below this are several functional buttons: 'Dine In (F5)', 'Take Away (F6)', 'Delivery (F7)', 'Pick Held Invoice', 'Awaiting Payment', and 'Table Manager'. A 'Set-Up' button with a gear icon is highlighted with a red arrow. Below the buttons is a 'Change Order Status' section with a grid of buttons for different statuses: Delivered, Delivery Failed, Dispatched, Not Delivered, Order Placed, Prepared, Preparing, Ready To Deliver, Ready To PickUp, and Ready To Serve. Below this is a table of orders with columns for Invoice Type, Table Number, Payment Status, Order Status, Invoice Status, Inv Number, and Invoice Date. The table contains 12 records. At the bottom, it says 'Total Records : 12'.

Invoice Type	Table Number	Payment Status	Order Status	Invoice Status	Inv Number	Invoice Date
Dine In	Table 3 - AC	Cleared	Order Placed	Saved	Hyp-I00011	15/03/2017 11:38 AM
Home Delivery		Cleared	Order Placed	Saved	Hyp-I00010	14/03/2017 05:29 PM
Dine In	Table 1 - AC	Awaiting Payment	Order Placed	Saved	Hyp-I00009	14/03/2017 03:20 PM
Home Delivery		Awaiting Payment	Order Placed	Saved	Hyp-I00008	14/03/2017 01:31 PM
Dine In	Table 5 - Non-AC		Order Placed	Held		14/03/2017 11:48 AM
Take Away		Pending	Order Placed	Saved	Hyp-I00007	13/03/2017 02:34 PM
Home Delivery		Cleared	Order Placed	Saved	Hyp-I00006	13/03/2017 02:32 PM
Take Away		Cleared	Order Placed	Saved	Hyp-I00005	13/03/2017 12:43 PM
Take Away		Cleared	Order Placed	Saved	Hyp-I00004	13/03/2017 12:39 PM
Home Delivery		Cleared	Order Placed	Saved	Hyp-I00003	13/03/2017 11:13 AM



3. From **1<sup>st</sup>** page of **Set-up** click on **Employees**.

Employee Code	Name	Search Code	Joining Date	Department	Designation	Location Name
E00004	Ananth Murthy		02/01/2016 12:00 AM	Billing	Manager	HD Bar & Restaurant
E00003	Asha Kumari		02/04/2016 12:00 AM	Maintainance	Cleaner	HD Bar & Restaurant
E00002	Ashish Kumar		02/04/2016 12:00 AM	Kitchen	Chef	HD Bar & Restaurant
E00006	Ashok Reddy		04/04/2016 12:00 AM	Service	Waiter	HD Bar & Restaurant
E00001	Kishan J Yadav		02/04/2016 12:00 AM	Bar	Bar Tender	HD Bar & Restaurant
E00005	Manoj Singh		04/04/2016 12:00 AM	Kitchen	Cook	HD Bar & Restaurant

4. From **Manage Employee** click on **Add** option in the tool strip

Employee Code	Name	Search Code	Joining Date	Department	Designation	Location Name
E00004	Ananth Murthy		02/01/2016 12:00 AM	Billing	Manager	HD Bar & Restaurant



5. In the **Add Employee** screen that opens, enter all details as required. In the **Login Details** section enter **the user name and password** with which you want to login.

**Note:** *Password* is case sensitive.

6. Click on **Save**
7. Close the Application and Run it again to login with new username and password created.

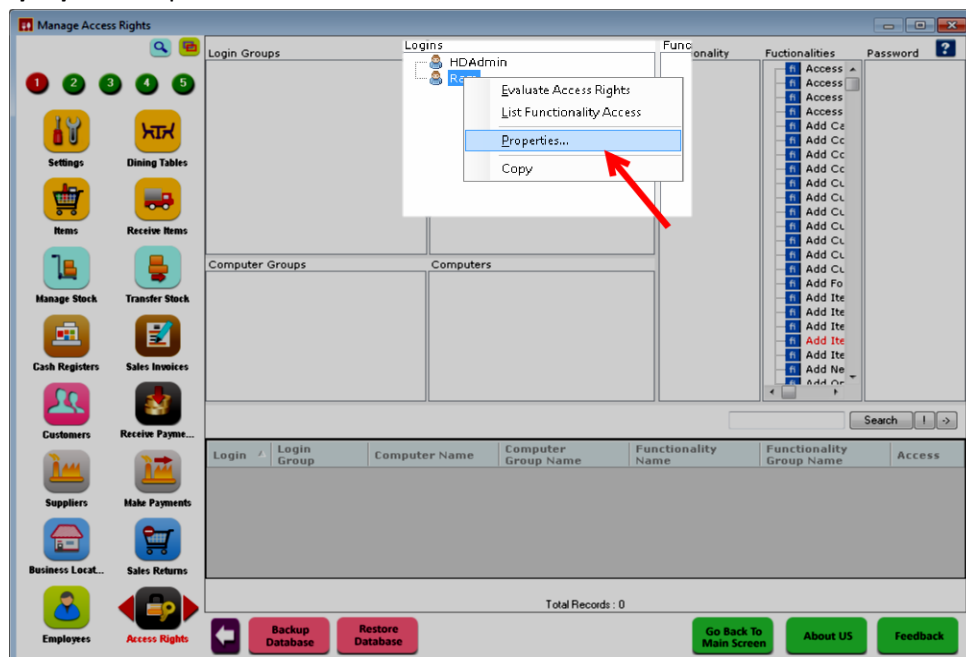


## How to change your login password

1. **Run HDRestaurant** & login with the default username and password (HAdmin, @HAdmin)
2. From the **Main screen** click on **Set-up**
3. From the **1<sup>st</sup> page of Setup** select **Access Rights** option

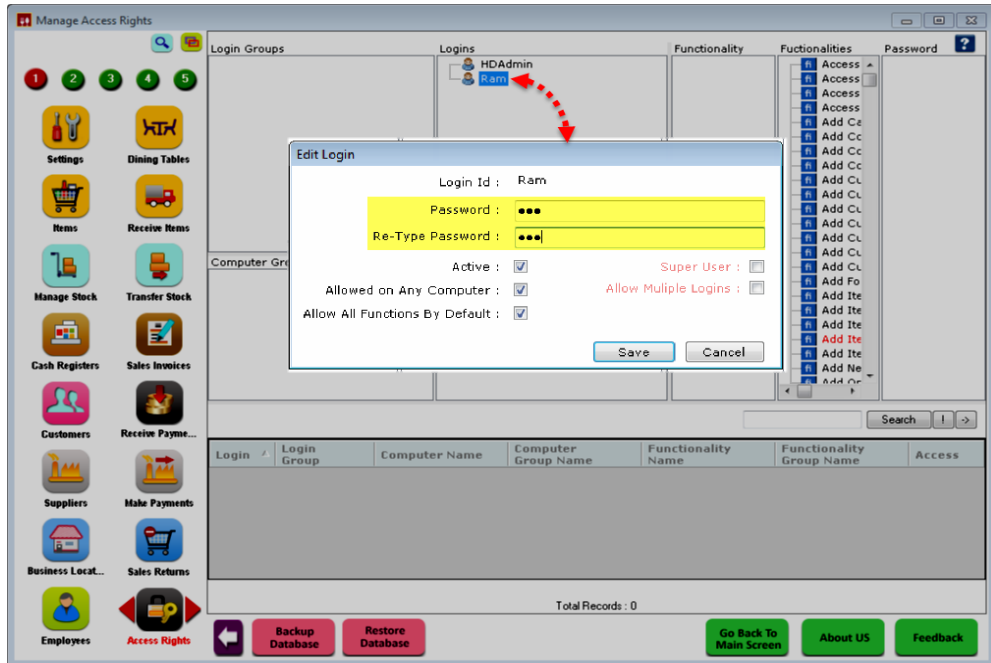


4. From the **Login section** right click on the **login** name whose password you want to change and select **properties** option.





- This will bring up the **Edit login** screen where you can **change your password** and **save**.



- You can now close the application and re-login with the updated password.